

## Circular Letter No. 440.

June 4, 1907.

To Superintendents.

Gentlemen:--

In Circular Letter No. 380 you were given directions for keeping "Form E" on the English work of your teachers. In order that you may be able to keep these reports on file in your office we have decided to send you a new supply of the same form printed on a lighter card, of a different color. A sufficient supply of these cards is being sent you by this mail. Please have each English teacher who has had charge of one of the teachers' classes copy on these new cards the record of each teacher's work in English for the current year, and return them to your office. You will retain them there until you receive the report on the written examinations of your teachers and then fill in the per cents in the spaces above the double line on the card. In filling in the last space, that is "Calculated Per Cent" the number is found in the case of a teacher in the Intermediate Group, by taking eighty per cent of the "Final Per Cent", and in the case of a teacher of the Elementary Group by taking sixty per cent of that mark. When the cards are completed forward them to this office and this should be done as soon as possible after you have received the necessary data.

As the work in English outlined for the present school year has now been concluded, you are authorized to discontinue the teachers' classes. Superintendents desiring to hold special classes in English for the rest of the school year may do so, but the continuing of the regular classes is not advised.

Respectfully,

R. R. LUTZ  
Acting Commissioner